


AGENDA FOR AAG MEETING  
1500-1700 HOURS 22 AUGUST 1974  
DD/A CONFERENCE ROOM

Discussion with Mr. Blake of items which the DDA  
Advisory Group has dealt with since January 1974.

Attachment one lists Completed Actions, Attachment  
two shows items which were dropped and Attachment three  
is a list of items pending.

  
Chairman

STATINTL

DDA ADVISORY GROUP

COMPLETED ACTIONS  
SINCE 1 JAN 1974

19 August 1974

ITEM

REMARKS

✓ 1. Items for the classified bulletin board

Paper submitted to DDM&S April 1974

2. MSAG publicity

DDM&S distributed memorandum to M&S careerists.

✓ 3. Publicizing of promotions and QSIs

Paper submitted to M&S 28 March 1974 recommending wider publicity.

STATINTL 4. Overtime compensation for certain employees in Vietnam [REDACTED]

Investigation revealed unusual circumstances were involved and affected small number of people. Employee who raised question was informed and apparently satisfied. No further action.

✓ 5. Suggested format for office reviews

Provided verbal report to DDM&S recommending 3-day conferences in the OF format.

6. Solicitation of input to MSAG

Paper submitted to DDM&S. Included in his memorandum to M&S careerists.

✓ 7. Applicant processing procedures

Paper submitted to DDM&S recommending a review of Agency applicant processing procedures.

✓ 8. Casual dress code

Paper submitted to DDM&S in July 1974 recommending adoption of casual dress code.

9. Cover for the bus stop located near the PSD building in Hqs compound

✓ Investigation revealed plans were already in process to provide protection. Employee informed.

10. Messy state of picnic area outside South cafeteria (trays, dishes, condiments left outside & trash all over)

Referred directly to OL/LSD for action.

11. Establishment of Bloodmobile program in Rosslyn for Rosslyn employees

Suggested to employee to submit through Suggestion Awards System

DDA ADVISORY GROUP

DROPPED ITEMS

19 August 1974

ITEM

REMARKS

1. Drug abuse program

Holdover from 1973. AG decided that since management and several offices were heavily involved in this program no further discussion need be held.
- ✓ 2. EAA book exchange (intended primarily to aid off-campus students then expanded to include disposition of personal book collections)

Paper submitted to DDM&S who later suggested the AG run a "book bazaar". AG dropped the idea as not feasible.
3. GSI cafeteria complaints

Employee informed to report complaints to CIA Cafeteria Committee. No further action.
4. Redundancy and/or excessive distribution of computer printouts

Investigation revealed OJCS was planning to publish a notice on this subject. No further action.
5. CIA displays in establishments outside CIA for public relations purposes

DDM&S advised the AG this idea was not feasible.
6. Office name changes

AG was informed that OP already was working on this problem.
7. Allocation of car pool spaces

Investigation revealed that LSD monitors parking and reviews each six months. AG decided no further action on its part was necessary.
8. Career counselling program

Investigation by means of discussions with OMS/PSS revealed OTR is working on a training program. No further action by AG deemed necessary.
9. Election of AG members as opposed to present method

After discussion, AG decided election was inappropriate.
10. Quality of pictures in use in Official Personnel files

Discussion resulted in AG decision that magnitude of this item was such that not much could be done. Employee informed that quality affected by cameras, film, etc. in use and no slight to employees is intended.

DROPPED ITEMS CONTINUED

<u>ITEM</u>	<u>REMARKS</u>
11. Job exchange notices between employees of different directorates	In view of existing system allowing "shopping" of file, internal details, vacancy notice system, no further action deemed necessary on part of AG.
12. Placement of language training cards in elevators	AG was informed that previous studies showed acquisition of language knowledge cannot be effectively accomplished in this manner. No further action.
13. Change of title of Letter of Instruction to Letter of Agreement	Paper was drafted but after further discussion, AG consensus was that it was not a serious enough problem to pursue at this time.
14. UBLIC/FEGLI/insurance/hospitalization benefits summaries to aid employees in keeping spouses informed	AG concluded after discussion that enough information was made available to employees who chose to inform their spouses and that it essentially is a personal problem.
15. Employee bulletin distribution system	Investigation revealed that the distribution system was probably as effective as it could be made and that the problem of employees not seeing bulletins, etc., might lie in the mail system or with their own offices rather than the central system. No further action.

DDA ADVISORY GROUP

PENDING ITEMS

19 August 1974

ITEM

REMARKS

1. Career Development for Clerical Personnel
- ✓ 2. Advisory Group display for the bulletin board
3. Training not directly related to employee's job
4. Parking (employee complaint concerning assignment of car pool spaces to married couples as a pool)
5. Academic qualifications of Agency professional and clerical positions
6. Shower facilities for women
7. AAG session at remote site
- ✓ 8. Foreign currency turn in
9. Orientation program for spouses of new EODs

Survey of clericals undertaken by OMS under AAG sponsorship. OP has assigned a committee to work on this project.

Pending receipt of pictures of other AGs.

AAG preparing a paper suggesting that available training be publicized more fully.

██████████ has been contacted and will inform AAG of his findings.

STATINTL

Under discussion

A solution has been proposed by OP/BSO which the employee finds unacceptable. AAG representative to discuss with C/BSO.

Under discussion

AAG preparing paper suggesting CPB acceptance of excess foreign currency be publicized through the proposed "Did you know..." section on the bulletin board

✓ AAG to prepare a paper recommending such a program (similar to the one in use by the CT Program and Commo) be instituted for other Agency components. ✓